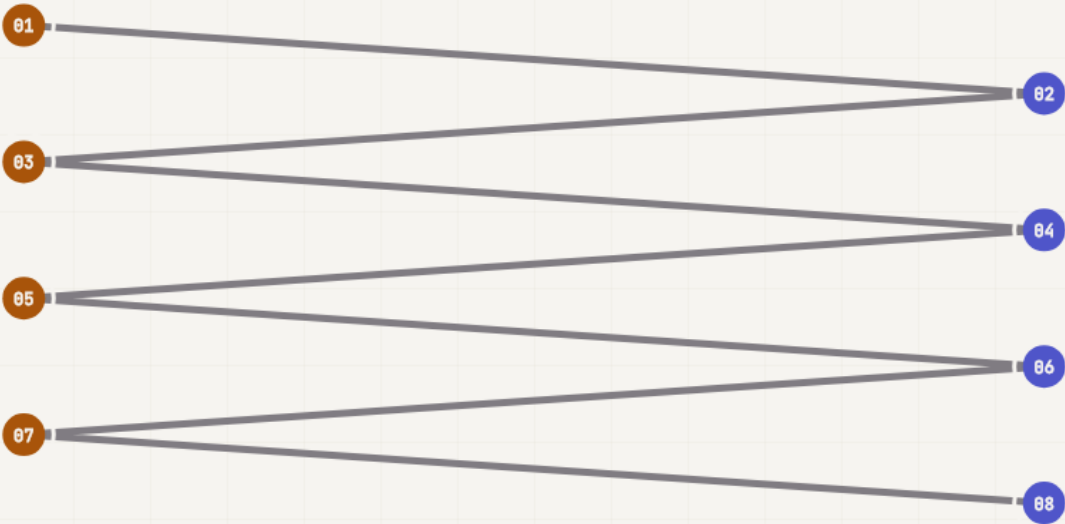


Digital Court Reporting: End-to-End Workflow

A visual workflow from authority and preflight through live capture, source preservation, transcription, certification, delivery, and retention.

08 STAGES

ONE ACCOUNTABLE RECORD



PRESERVE BEFORE TRANSFORMING

Read the workflow as a chain of accountability

Every stage produces an artifact or decision that the next stage depends on. A polished transcript cannot repair an unmonitored microphone, an incomplete source package, or an undocumented handoff. The workflow therefore starts with governing authority and ends only when retention and disposition obligations are satisfied.

One accountable record

01 *Authority*

Confirm the rule, order, contract, roles, and record requirements.

02 *Coverage + preflight*

Assign qualified coverage and test the real signal path.

One accountable record

03 *Live capture*

Monitor the recording, annotate events, and surface exceptions.

04 *Session close*

Finalize deliberately and verify expected files, channels, and logs.

One accountable record

05 *Source preservation*

Inventory and protect the complete package before transformation.

06 *Working audio*

Create documented, verified derivatives without rewriting the source.

One accountable record

07 *Transcript + QC*

Review the complete draft against the audio and resolve uncertainty.

08 *Certification + retention*

Deliver through the approved path, then retain or dispose under authority.

Three rules carry through every stage

- Preserve before transforming. Keep the complete source package intact and perform routine work on a documented copy.
- Surface exceptions. Missing channels, crashes, uncertain speaker identity, and other problems should be recorded and escalated rather than silently smoothed over.
- Keep accountability human. AI may assist with drafts, flags, search, and summaries when policy permits. A named professional remains responsible for monitoring, review, certification, delivery, and retention decisions.

This visual is a general operating model, not a substitute for the controlling court rule, order, contract, agency policy, or local procedure.

Supporting references

The U.S. Courts reporting program explains the federal district judge's recording-method choice and court-designated transcription services. That is a federal example, not authorization to record or certify every proceeding. NIST IR 8387 supports integrity checks, protected storage, and handling records; it does not decide who may certify a transcript or authorize release.

For additional context, the related field note explains roles and AI boundaries. The court-audio format guide covers unfamiliar source packages. Confirm the controlling court's current requirements before using this workflow.

REFERENCES

U.S. COURTS REPORTING PROGRAM

<https://www.uscourts.gov/court-programs/federal-court-reporting-program>

NIST IR 8387 <https://doi.org/10.6028/NIST.IR.8387>

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